

Hazard Control Plan

Title: **Vehicular Travel**

Identifying Number: **P-FM-HCP-010-2001.1**

Initial Risk Estimate: **High**

Residual Risk Estimate: **Low**

Work Permits: **Valid Drivers License**

Document Prepared By: Tom Montoya, Safety Professional
Name/Title

Organization: **P-FM**

Document Reviewed By: Stephanie Archuleta, FMU 77 ES&H Team Leader 6/20/01
Name/Title **Date**

Work Authorization:

David Riker/ Facility Manager _____

Name/Title

Signature

Date

Periodic Review Schedule: Every 3 years or as modification is necessary through feedback or activity change.

Revision Record: Reviewed and revised on 04/03/01, minor changes to reflect a change in editorial information.

SCOPE:

This Hazard Control Plan applies to all P-FM personnel who will have to use any means of transportation as identified in the Vehicular Safety LIR 402-1320-01.1.

DESCRIPTION OF ACTIVITY:

Use of vehicles (both government and privately owned) on a daily basis required to travel between work locations. Use of vehicles includes but is not limited to transporting personnel. Bicycles which may be used for commuting between work locations will also be included in this HCP.

LABORATORY REQUIREMENTS:

Vehicular Safety LIR 402-1320-01.1
DOE Order DOE O 231.1 Chg 2
Worker Health and Safety LPR 402-00-00.2
DOE Order 440.1A
New Mexico Motor Vehicle Code
GSA Regional Bulletin FPMR 7-G-184 Transportation and Motor Vehicles
LPR 402-00-00.2

EMERGENCY ACTIONS:

In the event of an accident involving a government or privately owned vehicle or bicycle used for official Laboratory business the following emergency actions shall be taken:

- If appropriately trained, render first aid if this can be done without compromising the safety of those present.
- Notify local authority having jurisdiction.
- Report all vehicles accidents to EM&R at 667-6211
- Complete and submit GSA Standard Form 91 for all accidents involving a government vehicle.

WORK ACTIVITIES/HAZARDS/CONTROLS

ACTIVITY	HAZARD	CONTROL
Driving a government or personal vehicle on government business	Motor vehicle accidents	<ul style="list-style-type: none"> • Drivers must have a valid drivers license from their state of residence • Drivers must be at least 18 years of age to operate a vehicle during official LANL business • Drivers must follow all federal, state, county and local laws. • Drivers must follow all posted speed limits and traffic control devices. • Drivers must wear seat belts and ensure all passengers do the same. • Drivers must leave a minimum of five feet between the vehicle and a bicycle when overtaking a bicycle. • Drivers must not leave vehicles idling while unattended. • Drivers must inspect the vehicle for proper operation prior to use • Drivers must check for objects around the vehicle before backing. • Drivers must maintain a safe following distance- the Smith System Defensive Driving Program recommends a four-second following distance.

Driving a government or personal vehicle on government business		<ul style="list-style-type: none"> • Motor vehicles are not to be operated if the driver is overly fatigued, dizzy, or on medication that may make you sleepy. • During inclement weather or if other dangerous conditions are present, drivers must adjust their speed and following distance accordingly. • Drivers shall use vehicle mirrors to evaluate traffic conditions. • Drivers shall use turn signals to warn other drivers of their intentions. • Vehicles will be maintained per GSA requirements.
Riding a bicycle while on government business	Bicycle accident	<ul style="list-style-type: none"> • Bicyclists shall ride as close to the right side of the road as practical. • Bicyclists must follow all motor vehicle laws. • Bicyclists must yield to pedestrians when riding on a sidewalk. • Bicyclists must wear an approved bicycle safety helmet when riding a LANL or privately owned bicycle during official Laboratory business. • Bicycles must be maintained in a safe operating condition.

**KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO UTILIZE TIME
CONTROLS AND PERFORM THE WORK SAFELY:**

P-FM personnel authorized to perform work under this HCP shall meet job description requirements. A worker needs to be able to anticipate, recognize, and control for hazards associated with this activity.

TRAINING REQUIREMENTS:

Valid drivers license from the state of residence
Required reading of this HCP
Required reading of LIR 402-1320-01.1 Vehicular Safety

WASTE GENERATED:

None

WORK AUTHORIZATION

Work Acknowledgement:

I have read and understand this Hazard Control Plan:

_____ Name/Title	_____ Signature	_____ Date
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